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State of Idaho

Department of Administration
Division of Public Works

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September 12, 2008

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: Tim Mason, Administrator

*Andrea M. MacKay for
Tim Mason 9/12/08*

SUBJECT: DPW PROJECT NO. 09200
Programming, New College of Business & Economics
Boise State University
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until September 23, 2008 at 5:00 p.m., for furnishing architectural programming/academic space planning services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Barry Miller, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1916

Program clarification and additional data may be requested by appointment only, with Mr. David Cooper, Boise State University, (208) 426-2364.

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Programming Consultant/Architect will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Programming Consultant/Architect.

DESCRIPTION OF PROJECT

The College of Business and Economics Building will house teaching, research, and office space. The college enrollment has grown to over 3,100 students and expects growth to continue in the immediate future. Individual departments to be accommodated include Accounting, Network Operations and Information Systems, Economics, Management, Marketing and Finance. A number of centers are also planned. The building will include specialized and general use teaching space, lecture space, specialized info tech areas, communal spaces for gatherings, faculty and administrative offices, and office support space. A key programmatic requirement will be to address issues of college identity and the creation of a "home base" for students of the college.

REQUIRED SERVICES

The State is requesting submittals for comprehensive space programming and academic space planning services with an orientation toward both efficiency and innovation. A primary concern of the programming activity is to determine the appropriate building size and budget to adequately address current and future program needs; the work is primarily a programming effort and will therefore focus on design approach only as necessary to develop realistic cost expectations. A separate RFQ will be issued for complete design services for the building project upon completion of the programming effort and is anticipated to be issued in December 2008.

A total project budget of \$100,000 has been established to include fees, contingencies and tests.

Any proposing Architect shall be licensed to practice architecture in the State of Idaho.

A relatively complete construction cost estimate and project duration schedule will be required.

The Programming Consultant/Architect will be responsible for space program development including adjacencies for all building spaces – common, departmental, office, and instructional. An analysis of needed classroom and lecture space, by an experienced academic space planner, will need to be incorporated into the program. The classroom and lecture space analysis will develop appropriate utilization rates and college scheduling needs and outline classroom and instructional space mix consistent with this analysis.

The Architect shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that code compliance, energy efficiency, and building maintenance concerns should be incorporated as appropriate into the program.

The Architect will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency for use by the agency in preparing a report to the State Board of Education for approval of the project.
2. A recommended project budget.
3. A final report to the Owner, Agency and PBFAC for any additional input and final acceptance.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Architect's and Consultant's capability to provide creative, functional, flexible and technologically sound programming and concept design solutions. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.
- The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which demonstrate the teams experience in the successful programming of flexible university, institutional, or corporate facilities aimed at business education.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** The Architect and consultants should demonstrate how their innovations in the programming of other projects have resulted in cost-effective, yet state-of-the-art facilities. Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor

Submit five (5) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

"Serving Idaho citizens through effective services to their governmental agencies"

PROPOSED DATES:

Receive Submittal	September 23, 2008
Oral Interviews	October 2, 2008
Review by PBFAC	October 7, 2008
Negotiate Contract	October 2-14, 2008
Preliminary Report	December 2008
Final Report	January 2009

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END